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20 JAN 1983

83-0195

MEMORANDUM FOR: Programs and Budget Staff  
Office of Communications

Programs and Budget Group  
Office of Data Processing

Executive Officer  
Office of Information Services

Executive Officer  
Office of Logistics

Executive Officer  
Office of Medical Services

Policy and Plans Group  
Office of Security

Executive Officer  
Office of Training and Education

Assistant Director for Policy and Planning  
Office of Finance

Executive Assistant  
Office of Personnel

FROM:



Executive Officer to the DDA

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SUBJECT: 1985 Supplemental Support Packages

REFERENCE: DDA 82-2989 (1985 Program)

1. The 1985 Program and Budget Call instruction booklet has been distributed to each Office. As you will note, the Supplemental Support Resource Initiatives will be continued and are discussed in the 1985 Program. We must now further refine and revalidate the factors to be used in developing Supplemental Support resources.

2. Unlike last year, each Office Director will be expected to defend supplemental resources. The factors affecting your component should take into consideration how much Agency growth your Office can absorb with 1984

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resources without involving additional supplemental support resources. You must also prepare more precise, detailed information and justification in terms of what the supplemental positions and funds will sustain. There are many other items which must be reviewed and revised, including impact of part-time employees, duplication of equipment needs, impact of DA initiatives, the validity of the facilities factor, etc.

3. Each Office is requested to review the Directorate of Administration 1984 Program, Supplemental Support Package and provide a refined and updated "Activity Description and Justification" to the Management Staff by 1 February 1983. Immediately thereafter, we will schedule a meeting with each Office to review and discuss their contributions.

4. Each Office is asked to identify a focal point for this exercise to [redacted] (focal officer, DDA/Management Staff). If you have any questions or need further guidance, please contact him [redacted] [redacted] for assistance.

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